



**US Army Corps
of Engineers®**
Engineer Research and
Development Center

Information Bulletin

Topographic Engineering Center

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OFFICIAL

HECSA Blood Drive



John Plaster of the American Red Cross, preps Stan Wilhelm, Operations Division for a blood donation during the Dec. 5 HECSA Blood Drive. Twenty-six units were collected.

Departures

Name

Jerry Breen

Jeffrey Messmore

Operations Division

Research Division

GII & Requirements Branch

EOD

Jan. 2, 2004

Jan. 3, 2004

Handling Calls from the Media

When you receive calls from media representatives (local reporters, technical, trade, or general news media), please refer the caller to the Public Affairs Office (PAO) before responding to any questions. PAO will work with you, the reporter, and our command staff to determine how TEC as an organization can best respond. PAO will arrange an interview between you and the reporter if appropriate, and will answer any follow-up calls. This procedure will help TEC personnel prepare properly for answering media questions.

The intention of this request is not to restrict anyone's freedom to speak to the press. It will, however, ensure all concerned, when speaking as representatives of TEC, have the big picture and a complete background on the issue at hand. It also ensures the coordination with our executive staff, which is ultimately responsible for the image portrayed by TEC to the press.

FOR THE DIRECTOR:

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BOBBIE J. GALFORD
Chief, Public Affairs Office
Engineer Research and Development Center

U N O F F I C I A L

Condolences

Condolences are extended to Judy and Melanie Watson, formerly of the Operations Division on the passing of their mother and grandmother, Gwendolyn on Dec. 10. A viewing is scheduled for some time Dec. 15 and 16 with the funeral planned for Dec. 17. More information will be forthcoming. Donations are being accepted for flowers.

Holiday Drive for New Hope Housing Shelters

Reminder: Dec. 12 is the last day to donate Gift Items for the Holiday Drive for the residents of New Hope Housing Shelter. The following items are needed:

- Gloves, scarves and hats
- Umbrellas, earmuffs, duffle bags, over-the-shoulder bags
- Inexpensive watches, electric razors, blow dryers straightening/curling irons, alarm clocks
- Large and X-Large dress shirts for men, lotions for women
- Gift certificates

Gift items can be used and in good condition. Clothing items and cash will be collected until Dec. 31. A box is located in the Snack Bar. For more information, contact Elia Breau at 428-6274, Room 845.

Holiday Party Ticket Sales



Carolyn Comes, MVK Contracts (I) and Jacquelyn Mills, Human Resources Office, didn't need to be reminded to purchase their Holiday Party ticket from Tony Niles for \$10. On Dec. 15, the price of a ticket will cost \$15.

Toys for Tots

We are again participating in the Toys for Tots program. If you care to provide an unwrapped gift for a child, please do so by COB Dec 16.



Marcia Parmelee (l) and Martha Bishop, Security Office did their part to help make the Toys for Tots collection a success.

Thanks Santa Calvo!

A big Thank you to Sgt. Rick Calvo, Security Office for the many decorations that adorn the gate, doorway and lobby this Holiday Season.



Sale Item

Sylvania F96 19" Color Monitor for sale. Purchased October 2000. Don't need anymore since got rid of 2nd PC at home. All drivers and paperwork available with it. Would like \$100 or best offer. Please contact Mark Weipert at 428-6955.